

## DIVISION MODEL BYLAWS

### Article I – Name and Objectives

**Section 1.** The name of this organization shall be the \_\_\_\_\_ Division of the American Institute of Chemical Engineers.

**Section 2.** The scope of this Division shall be the broad field of \_\_\_\_\_ and include research, development and applications.

**Section 3.** The objectives of the Division shall be to:

- a) Provide the focal point for AIChE members with interests in \_\_\_\_\_.
- b) Develop technical program for meetings. Seek balanced coverage of a variety of currently used and novel methods of \_\_\_\_\_.
- c) Exchange knowledge of technical publications, computer programs, databases, \_\_\_\_\_ research centers, networks, and programs.
- d) Keep members informed of future \_\_\_\_\_ meetings.
- e) Coordinate exchanges with other groups, such as the \_\_\_\_\_.
- f) Recognize achievements of members through awards.
- g) Encourage chemical engineering educators to place suitable emphasis on the field of \_\_\_\_\_ and on the development of appropriate curricular material.
- h) Foster research, development, and the application of chemical engineering knowledge

**Section 4.** The Division is under the supervision and control of the Chemical Engineering Technology Operation Council (CTOC) of the AIChE. Divisional programming activities shall be carried out in cooperation with the National Program Committee of the AIChE. The Division

**Section 3.** There shall be an Executive Committee of Division Board, which shall consist of the Chair, First Vice-Chair, Second Vice-Chair, Secretary, Treasurer, and the most recent living Past Chair. It shall act for the Board on items of business delegated to it by the Board; and when the Board is not in session, the Executive Committee shall manage the affairs of the Division and take such actions as are consistent with the Board's delegations.

**Section 4.** Directors on the Division Board shall be elected for a term of five years each, with two to be elected each year. A person who has served as a Director is eligible for election as an officer, but is not again eligible for service as a Director within a period of five years after serving as Director for five years.

**Section 5.** The Chair is the chief officer of the Division and is Chair of the Division Board and Executive Committee. The First Vice-Chair shall perform the duties of the Chair in the latter's absence or inability to serve. In the event of a vacancy in the office of Chair, the First Vice-Chair shall serve as the chief officer of the Division until the next annual election. If a vacancy occurs in any of the other positions on the Division Board, the Board shall appoint a



**Section 7.** The Chair of the Division shall preside at all meetings of the Division Board and of the Executive Committee. In the absence of the Chair, the First Vice-Chair, the Second Vice-Chair, the Secretary, or the Treasurer, in that order, shall preside.

**Section 8.** Any member of the Division Board who fails to attend three consecutive Board meetings shall be considered to have tendered his or her resignation from the Board; however, such a resignation shall be effective only upon acceptance by the Board, which shall have taken into account any extenuating circumstances.

## **Article V – Elections**

**Section 1.** The Chair, First Vice Chair, Second Vice Chair, and \_\_\_\_ Directors shall be elected annually by ballot made available to the members of the Division on or about October 1. The Secretary and Treasurer shall be elected on the same ballot during the annual elections occurring near the end of the incumbent's term or as specified in Article IV, Section 1.

Votes may be cast either in person, by mail, or by other electronic communication means. Election shall be by a majority of those voting. Ballots shall include notice of the date by which they must be received or cast in order to be counted, and that date shall be no earlier than four weeks after the ballots are made available. Ballots received or cast after this date shall not be counted. The count shall be certified to the Executive Committee.

**Section 2.** Delinquent members shall not be eligible to vote nor to hold office (Article VI, Section 1).

**Section 3.** A Nominating Committee shall be formed in April of each year, with the most recent Division Past Chair as its Chair, who shall select two additional Division members

who are not currently serving in an elected capacity to serve on the committee. This committee shall formulate a slate of candidates for presentation to the members; this slate shall include one candidate each, for the offices of Chair, First Vice-Chair, Secretary, and Treasurer, who shall normally be the past year's First Vice-Chair, Second Vice-Chair, Secretary, and Treasurer, respectively, and two or more candidates for each of the other offices and directorships. If the past year's First Vice-Chair, Second Vice-Chair, Secretary, or Treasurer were appointees to fill an unexpired term, then an additional candidate may be named for the successive office(s) for which each would otherwise be the sole nominee. If the past year's First Vice-Chair, Second Vice-Chair, Secretary, or Treasurer cannot stand for election, then two or more candidates for the successive offices thus left vacant will be named. Nominations may also be made for any office or directorship by petition of the membership if at least twenty Division members in good standing sign a petition and submit it to the Secretary by September 1.

**Section 4.** No member shall be eligible for election to more than one office at one time.

**Section 5.** The newly elected officers shall take office on January 1 of each year.

## **Article VI – Dues and Finances**

**Section 1.** Annual dues shall be determined by the Division Board in accordance with policies of CTOC. They shall be payable in advance by January 1 to the Treasurer of the Division. Those members who continue to be delinquent on the following January 1 shall be dropped from the rolls of the Division.

**Section 2.** The dues shall be changed in amount only by affirmative vote of two-thirds of the total members of the Division Board. This vote may be taken at a regular meeting or by mail.

**Section 3.** The Division Board shall make all other regulations regarding payment of dues and shall provide for an annual audit of the Division's financial accounts.

**Section 4.** The Division Board shall review in their last meeting of the year the budget submitted for the upcoming year by the Treasurer. This budget shall be subject to revision at the first meeting after the new officers take office. The officers of the Division may make expenditures within the provisions of the approved budget. On depletion of an individual account in the approved budget, additional amounts shall be spent only after specific approval by the Board.

## **Article VII – General Provisions**

**Section 1.** The decision of the Division Board shall be final on any questions concerning the interpretation of the bylaws, subject to the jurisdiction of CTOC of the Institute.

**Section 2.** In all respects not specifically covered by these bylaws, the general rule of the Institute governing the conduct of the Division shall apply with equal force as if included in these bylaws.

**Section 3.** In the deciding of procedural matters not otherwise covered in the bylaws the most recent issue of Roberts Rules of Order shall prevail.

**Section 4.**